



DEPARTMENT OF THE NAVY

CRANE DIVISION
NAVAL SURFACE WARFARE CENTER
300 HIGHWAY 381
CRANE, INDIANA 47522-8000

IN REPLY REFER TO:

4200

Ser.

30 June 2016

From: (b)(6) JXTP

To: (b)(6) 0233

Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR) NOMINATION

Ref: (a) NAVSEAINST 4200.17E

Encl: (1) COR nomination form
(2) COR's certificate of training for COR 222 or CLC 222
(3) COR's certificate of training for NAVSEA COR
Supplemental training
(4) COR's certificate of training for DAU CLM 003
(5) COR's certificate of training for Annual Ethics
training
(6) COR's certificate of training for Combating
Trafficking in Persons

(b)(6) is nominated to perform the duties of a COR on contract/order numbers N00164-15-D-JT01, N00164-15-D-JT02, N00164-15-D-JT03, N00164-15-D-JT04, N00164-15-D-JT05, N00164-15-D-JT06, N00164-15-D-JT81, N00164-15-D-JT94, N00164-15-D-JT95, N00164-15-D-JT96, N00164-15-D-JT97, N00164-15-D-JT98, N00164-15-D-JT99 contemplated by Purchase Request(s) as required per Delivery Order. The individual has met the qualification requirements of reference (a) as documented in Enclosures 1-6. The individual has adequate time and resources available to perform the COR responsibilities to be assigned. Therefore, I request the appointment of the individual as the COR for the planned contract.

(b)(6)

Execution Ops

Copy to:

COR Nominee

COR's Supervisor (if not the Nominating Official)

QAG-CX-0045
8 October 2013
ATTACHMENT (1)

COR NOMINATION FORM

PART I - NOMINEE DATA

NAME: (b)(6)
ACTIVITY/ORGANIZATION: Naval Surface Warfare Center, Crane Div
TITLE: Acquisition Management Specialist
ORGANIZATION CODE: JXTP
PHONE NUMBER: (b)(6)
EMAIL ADDRESS: (b)(6)

PART II - CONTRACT INFORMATION

CONTRACT NUMBER: N00164-15-D-JT94
PRIME CONTRACTOR: Leidos, Inc.
MAJOR SUBCONTRACTOR(S): (Subcontract Exceeds \$12.5M or 10% of
Prime Contractor's Price) _____

PART III - TRAINING QUALIFICATIONS

A. MANDATORY TRAINING:

<u>COURSE TITLE</u>	<u>DATE COMPLETED</u>
COR 222 or CLC 222	27 Jan 2012
NAVSEA COR Supplemental Training	18 Dec 2014
Ethics Training (CLM 003)	26Feb2015 & 18May2005
Annual Activity Ethics Training	28 Dec 2015
WAWF Training (https://wawf.eb.mil).	17 Jun 2016
Combating Trafficking in Persons Training	13 Jun 2016
CORs in a Contingency Environment Training	16 Jun 2016

B. OPTIONAL TRAINING:

Describe any optional or additional training that may support the
COR nomination.

<u>COURSE TITLE</u>	<u>DATE COMPLETED</u>
CLC 206 CORs in a Contingency Environment	16 Jun 2016
ACQ 101 Fund of Syst ACQ Mgt	25 Nov 2014
ACQ 202 Intermediate Syst ACQ	2 Nov 2015
ACQ 203 Intermediate Syst ACQ	6 Nov 2015
ALMC-B3 Def Small Purchase	21 May 1993
LOG 101 ACQ LOG Fund	22 Apr 2015
LOG 102 Fund of Syst Sustainment Mgt	7 Jul 2015
LOG 103 Reliablty, Avblty, Maintblty	21 Feb 2016
PUR 201 Intermediate SAP	16 Jan 1998
SYS 101 Fund of Sysys Planning RD&E	30 Jan 2015
CLL 011 Performance Based LOG	13 Apr 2016
CLL 008 Designing for Supportblty	8 Apr 2016
CLC 043 Defense Pri & Allocat'ns DPAS	5 Nov 2010
FAR Part 15: Rules, Policies & Procs	6 Dec 2006

SYS 110 Fund of Data Mgt	5 Dec 2008
JKDDC-TIPL-0001 Combatting Trafficking	
in Persons Leadership Training CTIPL	8 Jun 2016
NIOC-USOPSEC-2.0 Uncle Sams OPSEC	31 May 2016
TWMS-595754 Intro to CUI	27 May 2016
TWMS-568356 Derivative Classification	19 May 2016
DOD-IC-IAA-V12.0 DOD IC Cyber Awareness	13 May 2016
DOD-PII-2.0 PII Awareness	2 May 2016
DOR-RM-010-1.1 Records Management	29 Apr 2016
CPPD-ORM-MYR-1.0 Managing Your Risk	11 Apr 2016

PART IV - EXPERIENCE QUALIFICATIONS

A. Brief description of nominee's experience which qualifies them to perform the COR's technical duties for the proposed contract:

My acquisition experience began in 1988/1989 with PR entry duties. In 1990-1992 I certified invoices for contract payment by reviewing accuracy of invoices, matching invoices to contracts, tracking ACRN and funding balances/totals and verifying receipts of hardware and services, including monthly payments on OMNIBUS (now Seaport) Large Contracts for professional technical services. I also established future payment dates, and calculated discounts for prompt payment. In 1993-1998 I served as a Purchase Agent processing small purchase orders for award by the Contracting Officer. In 1998-2006 I worked as a SAP buyer serving as a Warranted Contracting Officer for open market orders up to \$25k, and other Agency orders up to their MOL; as well as processing SAP orders up to \$150k for award by a Contracting Officer. I also served as a bank card holder with authorization for a higher than average monthly procurement limit. In 2006 I served as the Assistant APC for the Bankcard Program during an Agency audit on the Bankcard Program, and designated Alternate APC in 2007. Since 2008 I have served as the division Acquisition Quality Manager/ACQ Management Specialist in support of a newly established Division and acquisition process for the Special Warfare and Expeditionary Systems Department, Irregular Warfare Division/Surveillance and Reconnaissance Systems Division. I also provided intermittent acquisition support to other Divisions as needed and purchasing support to Small Purchase Division of the Contracting Department during the influx of expiring funds procurements.

B. Brief description of past/present duties as COR. Include contract number, Contracting Officer's name, and contract type, complexity and dollar value:

Although I have maintained my COR certification since 2012, I have never been officially assigned COR duties.

C. Number of years of experience as technical representative or as COR:

<u>DATES</u>	<u>POSITION</u>	<u>DUTIES</u>
None		

D. Number of years of relevant experience:

<u>DATES</u>	<u>POSITION</u>	<u>DUTIES</u>
1988-1989	Management Assistant	Electronic entry of paper PRs
1990-1992	Accts Payable Voucher Examiner	Invoice Processing
1990-1992	Travel Voucher Examiner	Volunteer Overtime to review travel claims for payment.
1992-2006	Purchase Agent	Review Technical Data Packages (including Specifications, Statements of Work, Special Approvals and Authorizations, Funding Documents, etc), Issue Solicitations, Evaluate Proposals and write Price Justifications, Award Purchase Orders, Run contract deliverable receipts, Close out contracts. Monitored contractor compliance with contract terms and conditions, including Level of Effort phased orders, and negotiated consideration to the Government for late deliveries. The awarded Purchase Orders supported classified and national security requirements, and contingency operations. I have coordinated with DCMA and other Government Agencies as necessary. Orders covered special build items, commercial items and services, first article units, hazardous material, explosives, stock numbered items, systems, CONUS & OCONUS vendors and performance, travel requirements, data requirements, print jobs, room/building rental, industrial equipment and systems.
2006	Purchase Agent	Detailed to Assistant APC to conduct monthly review of all bankcard holder bank statements with balance sheets, and provide authorization for payment. Maintained daily log of statements completed for Division Manager. The review covered every single transaction of all bank card holder statements.
2007	Alternate APC for Bankcard program.	
2008	ACQ Quality Mgr/ACQ Mgt Specialist	I have provided assistance with the development of technical documentation and forms required for Large Contract procurements up to \$700M, including requesting modifications to contracts, creation and submission of PRs, maintaining current status in a joint acquisition tracking system, creation and signature approval for contract technical data requirements up to \$10M, reviewing and revising SOWs/PWSes as necessary, and mentoring technical personnel during document creation

CERTIFICATION OF NO ACTUAL OR
APPEARANCE OF A CONFLICT OF INTEREST

Accordingly, please review and sign below, as applicable:

CERTIFICATION OF NO APPEARANCE OF A CONFLICT OF INTEREST

I have read the enclosed summary and understand the restrictions that apply to working on matters in which I may have an actual conflict of interest or an appearance of a conflict of interest.

(b)(6)

SIGNATURE

12 July 2016

DATE

CERTIFICATION OF NO APPEARANCE OF A CONFLICT OF INTEREST

X Neither I nor, to my knowledge, any persons whose financial interests are imputed to me have a financial interest in either the prime contractor or any of the major subcontractors on the contract that I am being nominated to serve as Contracting Officer's Representative (COR). If circumstances change, I understand that I am required to notify the Contracting Officer and my supervisor as soon as possible.

X To my knowledge, none of the persons who are members of my household have a financial interest in either the prime contractor or any of the major subcontractors on the contract that I am being nominated to serve as COR. If circumstances change, I understand that I am required to notify the Contracting Officer and my supervisor as soon as possible.

X To my knowledge, none of the persons with whom I have a covered relationship are either a representative of or an employee of any of either the prime contractor or any of the major subcontractors on the contract that I have been nominated to serve as COR. If circumstances change, I understand that I am required to notify the Contracting Officer and my supervisor as soon as possible.

(b)(6)

SIGNATURE

12 July 2016

DATE

NEGATIVE RESPONSE (CONFLICT OF INTEREST)

☐ I am unable to certify to some or all of the above as I believe I may have an actual or appearance of a conflict of interest.

SIGNATURE

DATE

and contracting language and processes (ie ... inspection and acceptance, defense priority system, claimant codes, contractor security requirements, DD254s, CUI, Special Approvals, distribution statements, CDRs/technical data, J&As, Limited Source Justifications, etc).

E. Describe any professional license, technical license or additional function-specific education or training that is necessary for performance of the COR's for the intended contract/order and whether the COR has or will obtain this additional requirement:

☐ Certified DAWIA Level I in Logistics Year 2016

☐ Data Management Certification 2 Sep 2009

☐ Business, A.S. Year 2008

☐ Copies of Previous Purchase Warrants are attached.

☐ Have maintained current OGE 450 on file form many years.

PART V - NO CONFLICTS OF INTEREST REQUIREMENT

A. Nominee has submitted OGE Form 450 ("Confidential Financial Disclosure Report") to NAVSEA Office of General Counsel.

YES ☒

NO ☐ If no, explain.

B. OGE Form 450 has been reviewed by NAVSEA Office of General Counsel and there are no apparent conflicts of interest.

YES ☒

NO ☐ If no, explain.

C. Nominee has completed "Certification of No Actual or Appearance of a Conflict of Interest" Form, attached.

YES ☒

NO ☐ If no, explain.

SUMMARY OF ACTUAL AND APPEARANCE OF A CONFLICT

Actual Conflict: 18 U.S.C. § 208(a) is a criminal statute. This statute prohibits you, as an executive branch employee, from taking official action with respect to a particular matter in which, to your knowledge, you or any other person whose financial interests are imputed to you, has a financial interest.

Persons whose financial interests are imputed to you include:

- (1) Your spouse;
- (2) Your minor child;
- (3) Your General Partner;
- (4) An organization in which you are serving as an officer, director, trustee, general partner or employee; or
- (5) Any person with who you are negotiating or have any arrangement concerning prospective employment.

Financial interests include, but are not limited to, stocks, bonds, employment, pensions, retirement plans, 401(k) plans, individual retirement accounts (IRAs), variable life insurance policies, variable annuities, and trusts.

If you receive information regarding the underlying investments of your assets, you are deemed to have knowledge of these investments. For example, if you have an IRA, or a 401(k) plan, you likely receive information where these funds are invested. Similarly, if you own a variable life insurance policy or a variable annuity, these instruments invest in other companies; you likely receive information where these funds are invested.

One such investment may be a diversified mutual fund. Diversified mutual funds are exempt from the conflict of interest laws, but sector funds are not. Sector fund means a mutual fund that concentrates its investments in an industry, business, country other than the United States, or single State within the United States. If you do not know whether the fund is a sector fund, you can check the fund's prospectus or call the manager of the fund.

Appearance of a Conflict: Under 5 C.F.R § 2635.502, an appearance of a conflict exists if you take official action with respect to a particular matter, and

- (1) A member of your household has a financial interest in that matter; or
- (2) A person with whom you have a "covered relationship" is or represents a party to that matter.

Covered relationship includes the following:

- (a) A member of your household (e.g., parent, spouse, significant other, adult/minor child, roommate);
- (b) A relative with whom you have a close personal relationship. Relative means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister;
- (c) A person for whom your spouse, parent, or child is serving, or is seeking to serve as an employee, officer, director, trustee, general partner, agent, attorney, consultant, or contractor;
- (d) A person with whom you have or seek a business, contractual, or other financial relationship (other than a routine consumer transaction, such as you and your neighbor are co-owners of a boat);
- (e) A person for whom you, within the last year, served as an officer, director, trustee, general partner, agent, attorney, consultant, contractor or employee; or
- (f) An organization in which you are an active participant, such as committee or subcommittee chairperson or spokesperson.